

MLTI Professional Development Providers RFP

March 2012

**State of Maine
Department of Education
Request for Proposals
RFP #201203260**

Download a copy of the detailed Request for Proposal (RFP): ([.doc](#)) | ([.pdf](#))
Amendment 1: ([.doc](#)) | ([.pdf](#))

The State of Maine, Department of Education is seeking the services of providers in the area of professional development. The vendor will be expected to be responsible for developing content for and delivering professional development workshops online and in-person to educators participating in the Maine Learning Technology Initiative. The Bidder will be required to hold timely and regular meetings with the Department to determine specific needs related to the professional development needs of educators in Maine. Services are required for the 2012-2013 fiscal year beginning July 1, 2012. Bid responses will be accepted in two rounds.

For a copy of the RFP, please visit <http://www.mlti.org/rfp> or contact, Department of Education, Attn: Jeff Mao, RFP #201203260, Burton M. Cross Building, 5th floor, 23 State House Station, Augusta, Maine 04333, Email: jeff.mao@maine.gov

No Bidders Conference is scheduled.

A signed original and two (2) copies of the proposal must be clearly marked with the Offer's return address and the notation: "Proposal: RFP #201203260, Department of Education, Maine Learning Technology Initiative Professional Development Providers" and delivered to the following address:

Division of Purchases
Burton M. Cross Building, 4th floor
111 Sewall Street
9 State House Station
Augusta, Maine 04333

Round 1 Proposal delivery shall be made no later than 2:00 PM Local Time, April 20, 2012.

Round 2 Proposal delivery shall be made no later than 2:00 PM Local Time, June 8, 2012.

Only proposals physically received at the Division of Purchases prior to the stated time will be considered. The State assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT suffice. Faxed or emailed proposals will not be accepted. Proposals received after the 2:00 PM deadline will be rejected, without exception.

Written Questions and Answers

Written questions must be received by the RFP Coordinator no later than 5:00 p.m. local time on the dates specified here:

- Round 1: April 11, 2012, 5:00 p.m. Local Time [See Question 3 below]
- Round 2: May 29, 2012, 5:00 p.m. Local Time [See Question 6 below]

No questions will be accepted after the Written Question due dates.

Responses to all substantive questions will be compiled in writing and published below. All questions and answers posted to the website during Round 1 will remain in effect and binding for Round 2 of this RFP.

- 1. Question:** What is the correct title of RFP#201203260. The title listed in the Kennebec Journal advertisement and the RFP document do not match.

Answer: The advertisement in the Kennebec Journal for RFP#201213260 was mislabeled, and should have been titled, "Maine Learning Technology Initiative Professional Development Providers".

- 2. Question:** Can non-profit organizations submit proposals? Or is this only for individual contractors?

Answer: Please see *Section 3 Eligibility to Submit Bids* of the RFP document.

- 3. Question:** The web site and RFP document dates for the deadline for written questions for Round 1 do not match. What is the correct deadline for written questions for Round 1?

Answer: The web site incorrectly listed the deadline for written questions for Round 1. Since this error was not caught until the

published deadline (April 9, 2012) in the RFP document, the deadline for written questions for Round 1 has been extended to Wednesday, April 11, 2012, 5 p.m. local time.

- 4. Question:** Is there a difference between Round 1 and Round 2 of this RFP?

Answer: No, requirements for Round 1 and Round 2 of this RFP are defined in the same RFP document. The State is offering two Rounds in order to provide more opportunities for bidders to respond. The Department reserves the right to amend the RFP requirements at any time as per standard protocols defined by the [Division of Purchases](#)

- 5. Question:** Is it required to respond to both Round 1 and Round 2 deadlines?

Answer: No, Round 1 and Round 2 are independent of each other. Scoring of responses received and awards made during Round 1 will be completed prior to Round 2. Round 2 scoring and awards will be completed independent of responses received in Round 1.

- 6. Question:** The RFP document dates for questions for Round 2 are after the due date of the RFP. [Page 13 Round 2: June 11, 2012, 5:00 p.m. Local Time]

Answer: The date listed on page 13 is incorrect. The deadline for submitted questions is listed correctly on the cover page of the RFP: May 29, 2012, 5:00 p.m. Local Time

- 7. Question:** What is the difference between the response that you want between: 11.1 Description of the Organization/Independent Contractor and 11.3. Organization/Independent Contractor Experience? They seem like the same question worded differently. 11.1 says "qualifications and summary of relevant experience" and 11.3 states, "history of the bidder organization...skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities". As I read this it seems that you want relevant experience in 11.1 and organization history and unique experience in 11.3. Would that be correctly interpreting the difference?

Answer: Yes, that is a fair interpretation of those sections.

- 8. Question:** If we are submitting a proposal for part-time OR a la carte, do we send two proposals, or identify the either/OR in one proposal?

Answer: Bidders may submit separate proposals (up to three) for each of the classifications described in Section 7.1. In order to ensure

that bids are scored appropriately, please submit separate proposals labeled appropriately on the Proposal Cover Page (page 24) and Cost Proposal (page 27) and do not combine them into a single proposal.

- 9. Question:** Based on Proposal Section IV Required Attachments, 11.9.5 is a provision on contract services. If we are not out of the country I assume this is not required, even though the section header indicates?

Answer: This is required. As noted in the RFP, "To assist with this effort during the process of selecting potential providers, the Department requests that Bidders provide the appropriate information in Rider G, attached with Appendix A.". Bidders should include a completed copy of Rider G (page 38).

- 10. Question:** In Round 1 of the RFP, did the Department award contracts for all of the content areas listed in the RFP?

Answer: The Department awarded contracts in the following content areas: English Language Arts, Mathematics, Social Studies, Science.

- 11. Please note Amendment 1 [above](#).**

- 12. Question:** For an a la carte proposal do we create a budget based on a "per item" for each type or do we have to create a full budget that indicates which items we would offer and the total cost?

Answer: Please see *Proposal Section III Cost proposal, Section 11.8.3 À la Carte*, page 18.

- 13. Question:** How do we account for things such as travel for meetings if we are proposing an a la carte budget? The RFP requires monthly meetings but the cover page does not have any space for items other than cost per deliverable.

Answer: Please see *Proposal Section III Cost proposal, Section 11.7.3 General Instructions*, page 17.